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## **Street Light Outage Report**

There are 2 types of public street lights: Black Colonial Lights within the downtown visitor areas and Dominion Virginia Power large overhead street lights.

The Public Works Department is responsible for maintenance for the Black Colonial Lights. Dominion Virginia Power is responsible for the maintenance of the large overhead street lights. Please use this form to report issues with either type of light and we will forward the information to the proper party.

### **Black Colonial Light**

Street address: \_\_\_\_\_

Lamp number (found on lantern head) \_\_\_\_\_

- Issue with light: ☐ Light on during the day  
☐ Light does not come on at night  
☐ Light flashes on and off  
☐ Lantern, globe or pole is damaged  
☐ Other \_\_\_\_\_

Public Works Department will dispatch the appropriate worker to correct the issue.

### **Dominion Power Pole Light**

Closest associated Street Address/intersection \_\_\_\_\_

Pole Number (found on metal plate about eye-level) \_\_\_\_\_ (Having a pole number greatly speeds up the repair process)

- Issue with light: ☐ Light on during the day  
☐ Light does not come on at night  
☐ Light flashes on and off  
☐ Lantern, globe or pole is damaged  
☐ Other \_\_\_\_\_

Public Works will notify Dominion Virginia Power about the issue and create a work order request for the correction. Please notify us if the issue is not corrected in a timely manner.

Please print out, complete, and fax or mail this form to our office